

ETS/RET/CH & Separation Out-processing

Instruction Checklist

☐ Separation History and Physical Examination (SHPE)

DD Form 2807-1 (Report of Medical History) **excluding Med Board**

DD Form 2808 (Report of Medical Examination) **excluding Med Board**

As a minimum, soldiers have a responsibility to ensure **SHPE** requirements occur within 180 days before the date of separation if conducted by the VA based on an application of benefits filed by the soldier. Otherwise, if the Soldier is getting their SHPE at a Medical Treatment Facility, the SHPE must be completed or validated as current within **30 days** before the date of separation. **Soldiers must make an appointment with a TMC.**

SOLDIERS NEED THEIR DD FORM **2807-1 & 2808** COMPLETED **PRIOR** TO FINALLING OUT. BRING YOUR DD FORM **2807-1 & 2808** TO OUT-PROCESSING ON YOUR **FINAL OUT DAY**.

☐ One copy of your Orders

☐ One copy of your Leave form (DA Form 31)

NOTE: Leave forms must have a **control number**, you must have **at least 5 working days before your leave starts** and your leave must end on your **order's reporting date**.

☐ Read through Briefing Slides

Thoroughly and carefully read the out-processing slides. These slides contain the information you'll need to clear the installation properly. Place information on your orders according to instructions from the slides.

☐ Briefing Agreement Slip

After you are done reading the slides, print and sign this Briefing Agreement Slip and bring it with you when you go to the Out-processing Section.

☐ Complete the Personnel Records Review.

To ensure that your military service records are accurate and up to date before you leave the military, go to your Unit S1 to get your iPERMS records updated. Bring a copy of the **Personnel Records Review** and **Finance Records Review** form when you go to the Out-processing Section. Must be current within **one year** from **separation date**. THIS IS NOT THE SAME AS THE PERSTEMPO REPORT.

☐ Schedule Date to Pick-up Clearing Papers.

Please complete the tasks above before performing this step. With copies of all required paperwork on hand, report to Waller Hall, Bldg 2140, and check in at the counter of the **Out-Processing Section** at Room **206B**, to set up your appointments. Appointments should be conducted from **30 days** to **no later than 14 days** prior to a soldier's scheduled departure date.